

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NUMBER:</b>	SOL-72030618B00011
<b>2. ISSUANCE DATE:</b>	December 19, 2017
<b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b>	January 04, 2018 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Program Management Specialist (Up to two vacancies)
<b>5. MARKET VALUE:</b>	GS-12 (\$62,722 - \$81,541)  Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	The period of performance is one year, with the possibility of extensions.
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
<b>9. SECURITY LEVEL REQUIRED:</b>	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract:**

USAID/Afghanistan's Office of Economic Growth (OEG) is recruiting for one or more qualified individuals to serve as Program Management Specialist(s) working on private sector development and international trade activities. The position(s) is/are based in Kabul, Afghanistan.

The incumbent(s) work under direct supervision of the OEG-Private Sector Development and/or Trade and Technology Team Leads. The incumbent(s) provides assistance in designing, developing, managing, and evaluating assigned economic development projects/activities. The incumbent(s) provides factual and analytical background reports, data collection, and reporting with regards to the OEG portfolio. The incumbent(s) is responsible for all facets of the OEG activity design and management process. Duties are of medium scope and complexity and require considerable knowledge of business environments, project management and general financial analysis, technical writing, and documentation. The incumbent(s) assumes key responsibilities in OEG project/activity design, management, and implementation of USAID/Afghanistan's private sector development; trade and technology; and other economic development projects. The incumbent(s) is/are required to have a broad knowledge of economic development in Afghanistan as well as specialized knowledge of value chain development, tax administration, macro/microeconomic theory, trade facilitation, and best practices in institutional strengthening. In addition, the incumbent(s) is/are required

\*Please see Section 11: Area Of Consideration

to have knowledge and skills related to administrative and project management techniques, and awareness of and ability to maintain collaborative relationships with specialists of various disciplines.

## **2) Statement of Duties to be Performed:**

In this position each of the Program Management Specialists supports the OEG Private Sector Development and or Trade and Technology portfolios on a wide variety of responsibilities including:

### **Support to Economic Development Activities**

- The incumbent works independently to undertake and carry out suitable interventions for the expansion of the role of businesses and business associations in the legal and regulatory process (business advocacy), export expansion and development, expansion of marketing capacity, direct assistance to private-sector small and medium-sized enterprises, financial sector development, and broader business enabling environment support. The incumbent regularly engages Government of Afghanistan deputy ministerial level officials, multilateral and bilateral donors, and leaders in the private sector to develop collaborative working relationships and ensure coordination and sound implementation of OEG programs. The incumbent may be called upon to support the financial sector enabling environment as well as expansion of commercial lending, and microfinance activities. The incumbent plays a key role in the design and launch of multi-million dollar activity(s) in the coming year.
- The incumbent has responsibility for identifying and disseminating best practices in economic development, competitiveness, marketing, and financial markets; helping OEG incorporate these practices into ongoing and new activities; keeping OEG and others up to date on the latest technical developments; creating mechanisms and relationships by which OEG can access appropriate technical support for designs, implementations, and evaluations; and enhancing international cooperation and inter-agency coordination. As such, the incumbent must have prior experience managing a broad range of technical sectors and experience in as many of the programs noted herein.
- The incumbent, in coordination with Agreement/Contracting Officer Representatives (A/CORs), oversees and evaluates contractor/grantee performance, project cost and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives.
- The incumbent regularly obtains and provides detailed project information. Incumbent drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, concept notes, activity approval memoranda, official correspondence, etc. Such documents require a specialized knowledge of the project(s) and must be prepared in accordance with established guidelines or precedents.
- The incumbent supports the Office Director, Deputy Director, and team leads in the management and monitoring of the overall USAID/Afghanistan OEG portfolio. The

incumbent assists in the development of mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to OEG; and coordinates meetings and visits with United States Government (USG) officials, counterparts, and other donors. The incumbent also supports a variety of economic growth sector projects across the entire OEG portfolio, and is expected to give both strategic and technical input on the full range of OEG activities.

### **Mentoring**

- The incumbent mentors and advises Cooperating Country Nationals (CCNs) assigned to the Private Sector Development and Trade and Technology Teams, and also mentors CCN staff attached to other OEG activities as needed. The incumbent mentors CCN staff on key activities such as Project Design & Management, A/CORs responsibilities, reporting requirements, navigating USAID specific implementing and contracting procedures, monitoring and evaluation (M&E) duties (including but not limited to developing performance indicators, tracking performance data, working in close coordination with the implementing partner(s), Mission's M&E team in making sure that the activities are delivering expected results, and that the instruments for monitoring performance and evaluating the progress of OEG activities. In addition, the incumbent is involved in contractor/grantee evaluation, personal career development, and developing individual specific training plans. By establishing good working relationships with CCNs, the incumbent identifies additional areas where help is needed to build the local capacity.

### **3) USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

### **4) Supervisory Relationship:**

The incumbent works under the supervision of the OEG Private Sector Development Team Lead or the Trade and Technology Team Lead. Assignments may also be assigned by other senior OEG team members. In carrying out duties, incumbent acts independently selecting, prioritizing, and fulfilling assigned tasks making sure that all assignments and/or tasks are done timely.

### **5) Supervisory Controls:**

Incumbent does not have direct supervisory responsibility, but may be asked to supervise one or more CCNs. Incumbent is also required to provide daily technical and administrative guidance to the staff as needed.

## **11. AREA OF CONSIDERATION:**

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community,

enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

Therefore, United States National (USN) offerors will be evaluated in isolation first, and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

## 12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

## 13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum

Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A master's degree in business administration, economics, accounting, or business financial management is required. (Education requirements must be met at the time of application for the subject position).
- b) **Work Experience:** Must have at least twelve(12) years of relevant work experience that demonstrates increasing responsibility for designing, managing, and reporting on economic growth and private sector development-related activities, and coordinating and guiding multifaceted analytical and project management efforts for a complex organization is required. Experience working in the area of program administration, business, marketing, private sector development, trade, commercial law, public financial management, banking or other private sector related development fields is required. (Work experience requirements must be met at the time of application for the subject position).

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

#### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

**FACTOR #1:**

Outline the management and analytical skills you demonstrated to strategize and design a private sector competitiveness activity.

**FACTOR #2:**

What process would you follow to identify and design appropriate activities that directly support the private sector in pursuing export-based strategies?

**FACTOR #3:**

Outline the management and analytical skills you demonstrated to strategize and design a trade facilitation and/or an export promotion activity.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

### 3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	15 points
Factor #2	15 points
Factor #3	15 points

Interview Performance: 55 points

Interview questions will revolve around the candidate's propensity to:

- Think creatively and critically
- Synthesize and communicate information in a clear and concise manner
- Present ideas and opinions
- Describe how their skills and abilities are appropriate for this position

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

## IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00011 - Program Management Specialist to: [kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)**

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:  
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)

4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

### **1. BENEFITS:**

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

### **2. ALLOWANCES (If Applicable)\*:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## **VII. TAXES**

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

### **1. USAID Acquisition Regulation (AIDAR),**

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

### **2. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.



3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.